



# **DRUG ACCOUNTABILITY/ INVENTORY INTERFACE**

## **USER MANUAL**

Version 3.0  
October 1997

(Revised April 2008)



# Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revision Pages	Patch Number	Description
04/08	44,45,46,47, 48, 49, 49a, 53	PSA*3*67	A new display line has been added to provide the generic name and PV units. (E. Williamson, PM, G. O'Connor, S. B. Scudder, Tech Writers)
10/06	44-47, 49, 53	PSA*3*54	A new display line will appear in one of two forms: 1) PV-Drug-Descrip: ACETAM? TB #4 ROX RN4X25 PV-DUOU: 100 Or 2) PV-Drug-Descrip: Not available. Item is OTC or new after February 2006. (C. Greening, PM; T. Dawson, Tech Writer)
06/06	vi-vii, 29, 32, 38-38b, 75-78	PSA*3*51	Added Setup Mail Message Recipients [PSA MSG RECIPIENTS] and new Outdated Medications [PSA OUTDATED MEDICATIONS] options to the Pharmacy Location Maintenance Menu of the Prime Vendor Interface Menu. TOC, Index updates (H. Whitley, PM, V. Howell, Tech Writer)
10/05	54	PSA*3*53	The MailMan message was also sent to the holders of either the PSAMGR and PSDMGR keys, now it will only be sent to the PSA NDC UPDATES group. Only one message will be sent per invoice. (C. Greening, PM; T. Dawson, Tech Writer)
08/05	5, 6, 9, 21, 23, 24, 38, 39, 40, 44, 47, 50, 57  49, 49a, 49b, 51-52, 53, 53a, 53b, 54, 54a, 54b  75-78	PSA*3*42	Added acronym for Price Per Order Unit (PPOU), Price Per Dispense Unit (PPDU), and Dispense Units per Order Unit (DUOU).  Changed to reflect modification in criteria to be met for drug pricing to be updated in the pharmacy files, and for the introduction of new reports to aid in reviewing variances between invoice and facility drug element values.  Index update. (C. Greening, PM; T. Dawson, Tech Writer)

<b>Date</b>	<b>Revision Pages</b>	<b>Patch Number</b>	<b>Description</b>
04/04	vii  65  66-68  68a & 68b	PSA*3*41	<p>In the Table of Contents, included sections 4.1. and 4.2. and corrected the page number for Chapter 6, the Index.</p> <p>Updated the first paragraph to include the new patch number. Added the subhead and numbering for section 4.1. Replaced the “Example: Error Screen for Any Failed Security Measures.”</p> <p>Removed the “Example: Successful Security Measures Screen” and related Note on page 66, resulting in the copy at the top of the page being changed, and the section being repaginated. Updated the “Example: Upload Status Report via MailMan” with the new data and date information.</p> <p>Included the new section “4.2. Unable to Locate the Invoice File.”</p>
06/03	All	PSA*3*26	Updated manual to current Standards. Added information about new GUI Upload program, and deleted Prime Vendor information.
02/02	iiia-iib; v-vi; 1-(2); 63-64;  91-92b;  107-110.	PSA*3*21	<p>Add Revision History pages iia and iib.</p> <p>Replace pages v and vi with updated Table of Contents.</p> <p>Remove intranet information from Introduction.</p> <p>Replace pages 63-64 with revised Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu.</p> <p>Replace pages 91-92 with pages 91-92b. Added new options to Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu: Edit Verified Invoices, Delete Un-processed Invoices, and Setup Mail Message Recipients.</p> <p>Update Index to include new options; text shifted.</p> <p>Pages in parentheses not changed but included for two-sided copying.</p>
10/97			Original Released User Manual.

### Example: Process Uploaded Prime Vendor Invoice Data (continued)

#### All Supply Items

```
<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: 97038069 Invoice#: 016187568 Invoice Date: Feb 19, 1997
=====
Are all the items on the invoice supply items? N// YES
Are you sure? Y// <Enter>
```

The invoice's status will be changed to Processed.

#### All Drugs Found

```
<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: Y5014006 Invoice#: 5473337 Invoice Date: Feb 07, 1997
=====
Date received: Feb 07, 1997// <Enter>
The invoice status has been changed to Processed!
```

The invoice's status will be changed to Processed.

#### All Drugs Not Found in DRUG File (#50)

```
<<< PROCESS ENTIRE INVOICE SCREEN >>>
Order#: 97038069 Invoice#: 016187568 Invoice Date: Feb 19, 1997
=====
Are all the items on the invoice supply items? N// <Enter>
```

If this type of invoice was selected in error, answer **NO** to the prompt and the user will be returned to the PROCESS ENTIRE INVOICE SCREEN.

```
<<< EDIT INVOICES TO BE PROCESSED SCREEN >>>

More data is needed on the following invoices. Choose the invoices from
the list you want to edit.
-----
1. Order#: C2529410 Invoice#: 071070 Invoice Date: Jan 09, 1997
2. Order#: C2529410 Invoice#: 54733371 Invoice Date: Jan 07, 1997
-----

Select invoices to edit: (1-2): 1,2

Do you want to select the line items to be edited (S) or
have them automatically (A) displayed for you?: (S/A): A//<Enter> automatically displayed

-----report continues-----
```

Select the invoices that need to be edited.

If the user chooses to select the line items to be edited (S), the user will have to know which information is missing/incorrect. If the user chooses to have the line items automatically (A) displayed, the software will prompt for only missing/incorrect information. When this method of processing is chosen, the software may read some information as correct such as the quantity received, when in fact a bottle was broken in shipment. The user will need to change this information on the “last chance edit” screen that will appear after the software finishes automatically processing the invoice. It is suggested that the user select automatic display.

#### Example: Process Uploaded Prime Vendor Invoice Data (continued)

```
<<< EDIT INVOICES TO BE PROCESSED SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 2006
-----
MASTER VAULT: ALABASTER
PHARMACY LOCATION:
COMBINED (IP/OP): ALABASTER VAMC INPATIENT (IP)
                  ALABASTER VAMC OUTPATIENT (OP)
Date received: Jul 07, 1997// 7 8
```

If the drugs were not received on the default date, enter the correct date at this time. Both of the dates will be stored for future reference.

In the example below, the software displays the first line item with missing or incorrect data.

#### Automatic Processing - Drug Found in DRUG File (#50)

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 2006
-----
1 DACARBAZINE 100MG INJ
Qty Invoiced: 5
Order Unit : CT NDC: 000836-4565-10
Unit Price : $4.48 VSN: 562188

PV-Drug-Description : DACARBAZINE 100MG INJ PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ PV-UNITS : 1

Dispense Units: TAB
Dispense Units Per Order Unit: Blank
Stock Level : 1200
Reorder Level : 600

DISPENSE UNITS: TAB
DISPENSE UNIT PER ORDER UNIT: 1000
-----report continues-----
```

The drug was found in the DRUG file (#50) and only dispense units per order unit (DUOU) was missing.

### Example: Process Uploaded Prime Vendor Invoice Data (continued)

#### National Drug File (NDF) Used for Suggested Match

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: H7564729 Invoice#: 1448168 Invoice Date: Mar 31, 2006
-----
1 UNKNOWN ITEM
Qty Invoiced: 1
Order Unit : EA NDC: 000024-0325-02
Unit Price : $21.26 VSN: 000083

PV-Drug-Description : DACARBAZINE 100MG INJ PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ PV-UNITS : 1

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level : Blank
Reorder Level : Blank

The NDC has the VA Product Name of DACARBAZINE 100MG/VIL INJ
Is DACARBAZINE 100MG/VIL INJ the drug you received? N// YES
```

The drug could not be found in the DRUG file (#50) but the NDC and its corresponding VA product name was located in the NDF. The DRUG file (#50) contains (1) one drug with the same VA product name. If the drug with the same VA product name is the actual drug that was received, answer **YES** and the drugs data will be redisplayed on the screen. If it was not, answer **NO** and then the user will be able to select the correct drug from the DRUG file (#50).

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: 97045660 Invoice#: 016187424 Invoice Date: Feb 19, 2006
-----
1 UNKNOWN ITEM
Qty Invoiced: 1
Order Unit : VI NDC: 000264-7800-00
Unit Price : $13.48 VSN: 337485

PV-Drug-Description : HYDROCORT AC CRM 1% ALP 30GM@ PV-DUOU : 28.4
PV-Drug-Generic Name : HYDROCORTISONE PV-Units: 1

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level : Blank
Reorder Level : Blank

The NDC has the VA Product Name of HYDROCORTISONE 1% CREAM,TOP
The following drugs have the same VA Product Name.

1. HYDROCORTISONE 1% CREAM
2. HYDROCORTISONE 1% CREAM JAR

Select the received drug or
enter "^" to select the drug from the DRUG file.: (1-5):1
```

-----report continues-----

The drug could not be found in the DRUG file (#50) but the NDC and its corresponding VA product name was located in the NDF. The DRUG file (#50) contains multiple drugs with the same VA product name. If one of the drugs listed is the actual drug that was received, the user can select it. If it was not, enter an <^> to select the drug from the DRUG file (#50).

## Example: Process Uploaded Prime Vendor Invoice Data (continued)

### Vendor's Stock Number has Changed

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 2006
-----
1 DACARBAZINE 100MG INJ
Qty Invoiced: 2
Order Unit : BT NDC: 000034-5624-01
Unit Price : $7.57 VSN: 627635

PV-Drug-Description : DACARBAZINE 100MG INJ PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ PV-UNITS : 1

Dispense Units: TAB
Dispense Units Per Order Unit: 300
Stock Level : 2000
Reorder Level : 2000

There is a change in NDC's Vendor Stock Number (VSN).
New VSN: 627635
Old VSN: 327635

Is the new VSN correct? Y// <Enter>
```

If the new vendor stock number is correct, it will overwrite the old. If the old vendor stock number is correct, the new vendor stock number will be discarded.

### Multiple Drugs in DRUG File (#50) with the Same NDC and VSN

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5014006 Invoice#: 5473337 Invoice Date: Oct 07, 2006
-----
1 UNKNOWN ITEM
Qty Invoiced: 12
Order Unit : BT NDC: 999999-9999-99
Unit Price : $0.81 VSN: 051219

PV-Drug-Description : HYDROCORT AC CRM 1% ALP 30GM@ PV-DUOU : 28.4
PV-Drug-Generic Name : HYDROCORTISONE PV-Units: 1

Dispense Units: GM
Dispense Units Per Order Unit: 28.4
Stock Level : 600
Reorder Level : 600

There is more than one item in the DRUG file
with the same NDC and Vendor Stock Number.

1. HYDROCORTISONE 1% CREAM
Order Unit: EA Price Per Order Unit : $0.81
Vendor: DRUGS CORPORATION VSN: 051219
2. HYDROCORTISONE 1% CREAM JAR
Order Unit: BT Price Per Order Unit : $0.81
Vendor: DRUGS CORPORATION VSN: 051219
3. Select another drug.

Select the invoiced drug: (1-3): 1
```

-----report continues-----



If the received drug is listed, select that drug. If not, choose “Select another drug”, and the user will be able to choose the correct drug from the DRUG file (#50).

#### Example: Process Uploaded Prime Vendor Invoice Data (continued)

##### Drug Not Found in NDF and DRUG File (#50)

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C2529411 Invoice#: 071070 Invoice Date: Jan 09, 2006
-----
1 UNKNOWN ITEM
Qty Invoiced: 12
Order Unit : Blank NDC: 000013-8303-04
Unit Price : $95.00 VSN: 014142

PV-Drug-Description : DACARBAZINE 100MG INJ PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ PV-UNITS : 1

Dispense Units: Blank
Dispense Units Per Order Unit: Blank
Stock Level : Blank
Reorder Level: Blank

If the item will never be in the DRUG, press the Return key then
answer YES to the "Is this a supply item?" prompt. To bypass this
line item, enter "^" then press the Return key.

Select Drug: DACARBAZINE 100MG INJ TAB MS200 N/F
```

##### Screen Display with Updated Data from a Drug Match

```
<<< PROCESS LINE ITEM SCREEN >>>
Order#: C5914004 Invoice#: 5471738 Invoice Date: Jul 07, 2006
-----
1 DACARBAZINE 100MG INJ
Qty Invoiced: 12
Order Unit : (Blank) NDC: 000013-8303-04
Unit Price : $95.00 VSN: 014142

PV-Drug-Description : DACARBAZINE 100MG INJ PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ PV-UNITS : 1

Dispense Units: TAB
Dispense Units Per Order Unit: Blank
Stock Level : 1200
Reorder Level : 600

DISPENSE UNITS: TAB
DISPENSE UNIT PER ORDER UNIT: 100
```

When the drug is selected, the screen clears and the same line item is displayed with the selected drug's data. The drug-specific data displayed is in the second half of the display -- Dispense Units, Dispense Units Per Order Unit (DUOU), Stock Level, and Reorder Level.

```
Do you want to change the invoice's status to Processed? NO
```

The software has detected no missing or incorrect data. If the user thinks any of the data is incorrect, answer **NO**, and the chance to make corrections in the next screen is given. If the user has no corrections to make, answer **YES**.

The user will also be able to make corrections in the next screen, but be forewarned, if the edited information is found “valid” by the software the status WILL BE CHANGED to “Processed” and the invoice will be passed to the verifier.

```
** The invoice's status has not been changed to Processed.
```

-----report continues-----

If the software found missing or incorrect data, the invoice cannot be placed in a processed status. The invoice’s data can be edited by selecting the “last chance edit” or by reentering the option then selecting automatic display

### Example: Process Uploaded Prime Vendor Invoice Data (continued)

#### Last Chance Edit

If you are changing the status of an invoice to Processed, this is the last time you will be allowed to edit it before it goes to the verifier. If you are not changing the status of an invoice to Processed, you can edit it now.

You can edit the invoice's delivery date, pharmacy location, master vault, and the line item's drug, quantity received, order unit, and dispense units per order unit. The reorder level can be edited if the pharmacy location or master vault is set up to track the reorder levels.

Edit invoices? N// **YES**

If the answer is **NO**, the option will exit. If the answer is **YES**, the user will be able to select the invoice and line items to be edited plus having the ability to edit the assigned pharmacy location and/or master vault.

#### Yes to last chance edit or if you choose to select the line items to be edited (instead of automatic display)

```
<<< EDIT INVOICE SCREEN >>>
```

Choose the invoices to be edited. You can edit the invoice's date received and the line item's drug, quantity received, and order unit. The reorder level can be edited if the pharmacy location or master vault is set up to track the reorder levels.

-----

1. Order#: C2529410 Invoice#: 071070 Invoice Date: Jan 09, 1997
2. Order#: C2529410 Invoice#: 54733371 Invoice Date: Jan 07, 1997

Select invoices: (1-2): **1**

```
<<< EDIT INVOICE SCREEN >>>
```

Order#: C2529410 Invoice#: 071070 Invoice Date: Jul 07, 1997

-----

Date received: Jul 08, 1997// **<Enter>**

MASTER VAULT: PELHAM CLINIC

Select Master Vault: PELHAM CLINIC// **<Enter>**

COMBINED (IP/OP): Louisville Inpatient Medications (IP)

Louisville Outpatient Pharmacy (OP)

Select Pharmacy Location: COMBINED (IP/OP)// **<Enter>**

Line Item Numbers: 562188,627635

Select Line Item Number: **562188**

-----report continues-----

The user can change the date the drugs were actually received. The pharmacy location and/or master vault that will receive the drugs on the invoice can also be changed. At “Line Item Numbers”, all of the line numbers will be listed to reference when the user is entering the line number at the line number prompt. The user is not allowed to enter a range of numbers. Enter one line number; make the edits, and then another “Select Line Item Number” prompt is displayed. When the user is finished making the corrections, press <Enter> at the “Select Line Item Number” prompt.



**Note:** If the prime vendor is AmeriSource Health Services, the line numbers are the vendor stock numbers for the line item’s drug.

#### Example: Process Uploaded Prime Vendor Invoice Data (continued)

```

<<< EDIT INVOICE SCREEN >>>
Order#: C2529411  Invoice#: 071070  Invoice Date: Jul 07, 2006
-----
1 DACARBAZINE 100MG INJ
Qty Invoiced: 5
Order Unit : CT          NDC: 000536-4565-10
Unit Price : $4.48      VSN: 262188

PV-Drug-Description : DACARBAZINE 100MG INJ      PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ  PV-UNITS : 1
-----

1. Drug
2. Quantity Received
3. Order Unit
4. Dispense Units Per Order Unit

Edit fields: (1-4): 2
QUANTITY RECEIVED: 5// 4
ADJUSTMENT REASON: 1 CARTON WAS NOT DELIVERED

Do you want to change the invoice's status to Processed? YES

```

Enter **YES** if the invoice is completely correct. The user will not be able to edit it again when the option is exited. Enter **NO** if the user needs to edit the invoice again. This is accomplished by selecting the *Process Uploaded Prime Vendor Invoice Data* option.

Invoices that have been moved to the status of Processed are reviewed for notable changes of Order Units, Dispense Units Per Order Unit (DUOU), Price Per Dispense Unit (PPDU), and NDCs. If there are changes the user is presented an informational note on their screen and then a PRE Verification 'Order' : 'Invoice' Variance Report Mailman message is sent to the G.PSA NDC UPDATES mail group.

### Example: Informational Note

PRE Verify C502395300 : 7229924053 Variance Report

Noted differences between the invoice line items and the drug file have been found. A mail message is being sent to G.PSA NDC UPDATES.

Please check the message for accuracy.

<cr> - continue:

### Example: Mailman Message

Subj: PRE Verify C502395300 : 7229924053 Variance Report [#1986002]

04/01/05@18:29 11 lines

From: PSAPerson,One In 'IN' basket. Page 1

-----  
PRE Verify C502395300 : 7229924053 Variance Report

### Example: Process Uploaded Prime Vendor Invoice Data (continued)

1	ACETAMINOPHEN WITH CODEINE 30MG		
	DUOU	Old: 485	New: 1000
	OU	Old: CO	New: BT
	PPDU	Old: 1.2371	New: 0.6000
2	METHADONE 10MG TAB		
	DUOU	Old: 40	New: 100
	PPDU	Old: 0.1938	New: 0.0771

## 3.2.2 Verify Invoices

### [PSA VERIFY INVOICES]

The *Verify Invoices* option validates processed invoices. The verifier and processor cannot be the same person. If the invoice contains at least one drug marked as a controlled substance, only pharmacists holding the PSA ORDERS key can verify the invoice.



This option is locked by the PSA ORDERS key.

## Example: Verify Invoices (continued)

### Selecting Line Item Fields to be Edited

```
<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----
DACARBAZINE 100MG INJ
Qty Invoiced: 2
Order Unit   : EA                      NDC: 000781-1766-10
Unit Price   : $11.10                 VSN: 659631

PV-Drug-Description : DACARBAZINE 100MG INJ          PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ      PV-UNITS : 1

Dispense Units: TAB
Dispense Units Per Order Unit: 1000
Stock Level   : 2000
Reorder Level : 500
-----
1. Drug
2. Quantity Received
3. Order Unit
4. Dispense Units per Order Unit
5. Stock Level
6. Reorder Level

Edit fields:  (1-6): 3,4,6
```

-----report continues-----

The user is able to select more than one field to be edited; however only the Stock Level and Reorder Level fields will be shown and allowed for editing if the assigned pharmacy location or master vault maintains reorder levels.

### Editing Line Item Fields

```
<<< EDIT INVOICES TO BE VERIFIED SCREEN >>>

Order#: C7611902  Invoice#: 2165983  Invoice Date: Jul 03, 1997
-----
1 DACARBAZINE 100MG INJ
Qty Invoiced: 2
Order Unit   : EA                      NDC: 000781-1766-10
Unit Price   : $11.10                 VSN: 659631

PV-Drug-Description : DACARBAZINE 100MG INJ          PV-DUOU : 1000
PV-Drug-Generic Name : DACARBAZINE 100MG/VIL INJ      PV-UNITS : 1

Dispense Units: TAB
Dispense Units Per Order Unit: 1000
Stock Level   : 2000
Reorder Level : 500
-----
ORDER UNIT: EA// BT          BOTTLE
DISPENSE UNIT PER ORDER UNIT: 1000//@

The dispense units per order unit must be entered to
change the status of the invoice to Verified.
Do you want to enter the data now? Y//NO

REORDER LEVEL (in Dispense Units): (0-99999): 500// 600

Select Line#: <Enter>
```

### Example: Verify Invoices (continued)

#### Missing or Incorrect Data Found on Invoice

```
** The invoice has not been placed in a Verified status!
```

```
Enter RETURN to continue or '^' to exit:
```

```
Do you want to print the verification error report? N// YES
```

```
DEVICE: HOME//[Select Print Device]
```

#### Verification Error Report

```
<<< VERIFICATION ERROR REPORT >>>  
Order#: C7611902 Invoice#: 2165983 Invoice Date: Jul 3, 1997
```

```
-----  
Line# 659631: Dispense unit per order unit
```

```
** The invoice has not been placed in a Verified status!
```

```
-----report continues-----
```

The user will receive this report listing the line item number and field(s) where an error or missing data was found.